

Introduction to Microsoft Powerpoint 2007 – Wells County Public Library

Welcome to PowerPoint

PowerPoint is the Microsoft Office Suite presentation graphics program. It allows you to create slideshow presentations for work, school, or personal use. Let's begin!

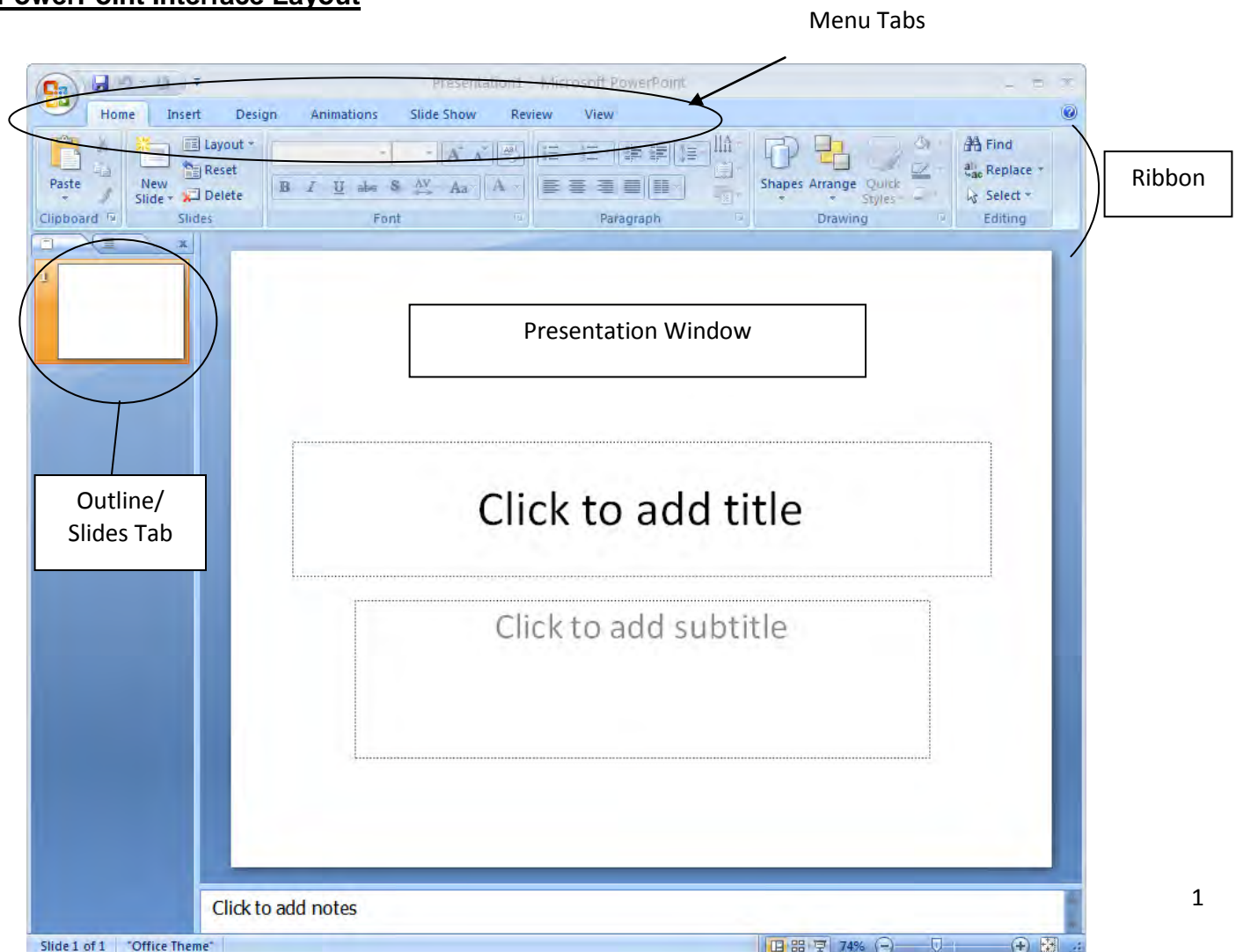
Opening PowerPoint

To start up PowerPoint:

1. Start Menu Version Click **Start**.
 - Select **All Programs**.
 - Choose **Microsoft Office**.
 - Choose **Microsoft Office PowerPoint**.
2. Desktop Shortcut Double left-click on **Microsoft Office PowerPoint** shortcut icon on your desktop.



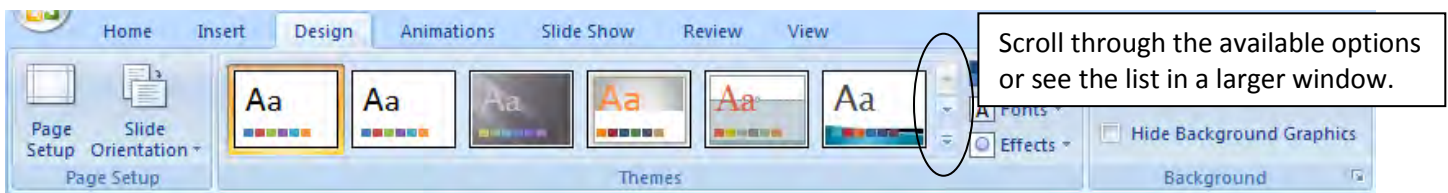
PowerPoint Interface Layout



Menu Tabs	The Menu Tabs allow you to see buttons in different categories. The Home tab displays items pertaining to text formatting. The other tabs will display other options.
Ribbon	The Ribbon displays the contents of the tab you have chosen. You will see different buttons based on which tab is showing.
Outline/Slides Tab	These tabs allow you to switch between a text outline of your presentation and a visual representation of your slides with thumbnails.
Presentation Window	This window represents the slide that you are currently working on.

Changing the Slide Design

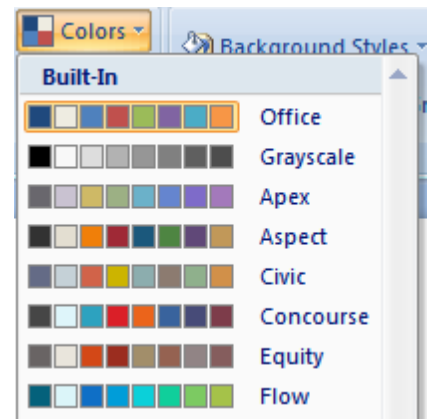
Choose the **Design tab** from the menu. The Ribbon will change to display your design options.



To change the slide design, click on one you like from the Ribbon. To see more options, either scroll through the list with the up and down arrows to the right of the designs or click on the second down arrow to see them in a larger window. Hovering over the design with your mouse will change the design without you having to click. To make a final selection, click on one.

Colors can easily be changed for each theme. Click on the **Colors** button on the Ribbon to select a different color scheme.

The same thing can be done for the font styles. Click on the **Fonts** button to see a list of available font schemes. Hover over each one to see that theme reflected on your current slide.



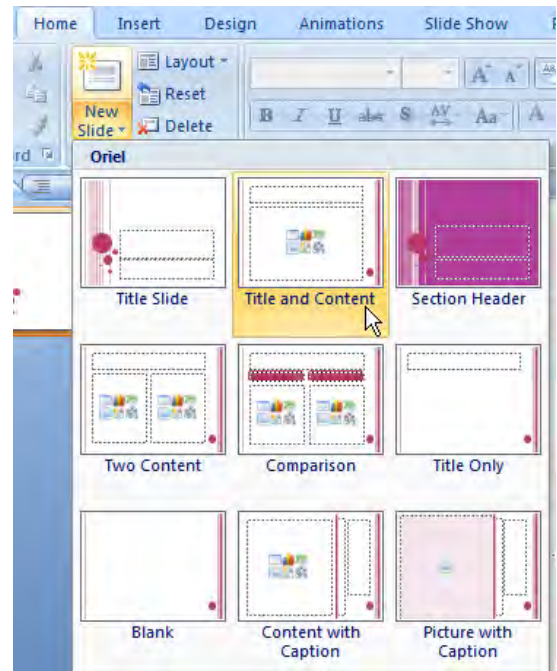
EXERCISE: Change the slide design by choosing any design template and color scheme that you want. Then change the color and font scheme.

Inserting a Slide

To insert a slide into your presentation click on the **Home** tab and then find the **New Slide** button. To immediately get a new slide, click on the top half of the button. To see what your available slide options are, click on the lower half of the button. In the window that opens, select the type of slide you would like to insert.

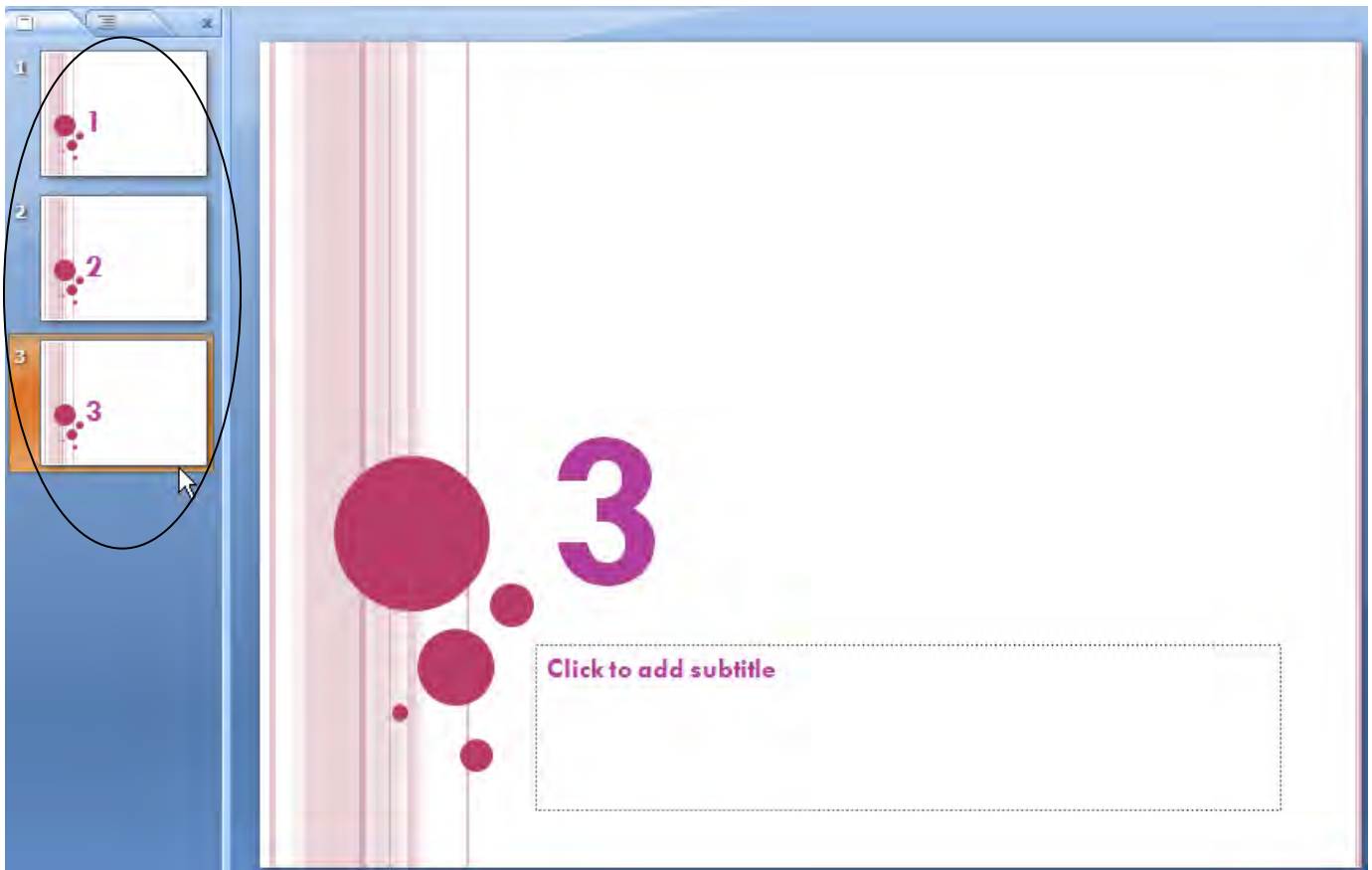
EXERCISE: Insert a “Title and Content” Slide and then a “Two Content” Slide. Note: you should already have a Title Slide, since it creates one automatically when you open the program.

Note: if you accidentally add too many, you can delete a slide by clicking on the thumbnail image of the slide you’d like to delete and push the “delete” key on the keyboard.



Navigating from Slide to Slide

You can switch between your slides by clicking on that slide in the **Outline/Slides Tab**. The selected slide will then appear in the **Presentation Window**.



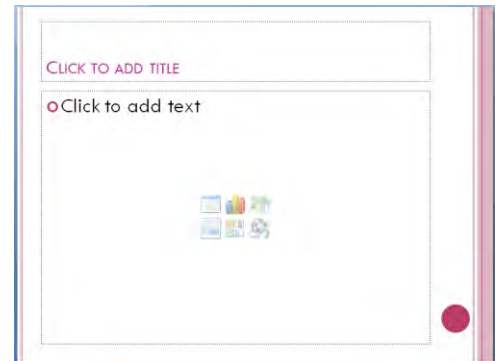
Changing the Slide Layout

If you change your mind about what type of slide you would like, you can always change the layout after the fact by clicking on the **Layout** button. The same options that appeared for the lower half of the **New Slide** button will come up. Choose the one you would like to use from the list, and your current slide's layout will change.



Adding Text

The slide layout will contain instructions on how to proceed in putting content into your slide. For example, the slide below prompts you to “click to add text.” To add a table, chart, picture, clip art image, or movie, click on the appropriate picture from the center of the text box.



EXERCISE: Insert the title “All About Pigs” into the top text box on the “Title” slide. If you aren’t on the correct slide, you’ll have to make sure to select it.

Modifying Text

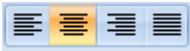
Delete a Text Box

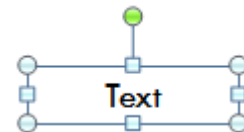
Sometimes you’ll end up with extra text boxes that you’ll need to delete. Note: the words “Click to add text” will not show up in your slide show, but it is nice to clean up your slides anyway.

- Click on the text box border to get this type of border:
- Press the **Delete** key on your keyboard to erase your text box.



Align Text

- Click on the text box border to get this type of border:
- Select the appropriate **Alignment**  button from the **Home** tab.

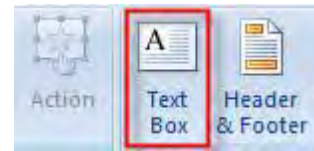


EXERCISES:

- Delete the second text box on the “Title” slide
- Format the text “All About Pigs” using general formatting techniques. You’ll need to click and drag over the text to highlight it, then you’ll be able to format everything from the Formatting options on the Home tab. Make the text size 50 and center it in the text box.

Inserting a Text Box Even with a layout that includes space for text you may decide to add an additional text area.

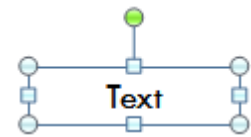
- Display the slide that you wish to add the text box to.
- Select the **Insert** tab.
- Click on the **Text Box** button.
- Place the pointer where you would like to put the text box.
- Hold down the left mouse button and drag the box out to the desired width. **Note:** The depth of the box will increase as you type or hit **Enter**.
- Type into text box and click outside the box when finished.



Moving a Text Box

Once you have created your text box you have the option to relocate it.

- Click on the text box border until you see this type of border:
- Once the text box is selected you can move the box by using the arrow keys on the keyboard.

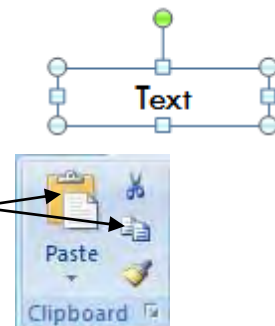


OR

- Pass the mouse over the box border until the cross shape appears. Hold down the left mouse button and drag your text box to its new location.
- Release the mouse button to place the box.

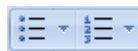
Copy & Paste a Text Box

- **Click** on the text box border to get this type of border:
- Select the **copy** button
- **OR right click** on the text box and select **Copy**.
- Select the **paste** button
- **OR right click** near the text box and select **Paste**.
- You can then move the new text box where you need it.



Using Lists

- Select the text you wish to make into a list.
- Select the **Numbering** or **Bullet** button.

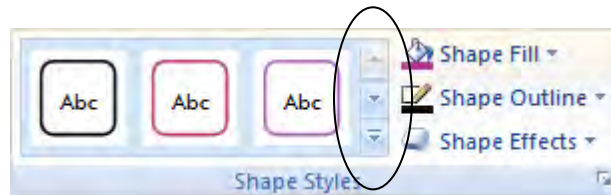


EXERCISES:

- Click on the "Two Content" slide. And insert the text "There Are Many Kinds of Pigs" into the top text box.
- Delete the text box on the left side of the page.
- Insert a new text box and type "Some pigs are pink..."
- Insert another new text box and type "Other pigs might be blue..."
- Rearrange the text boxes on the page, so they are spread out.

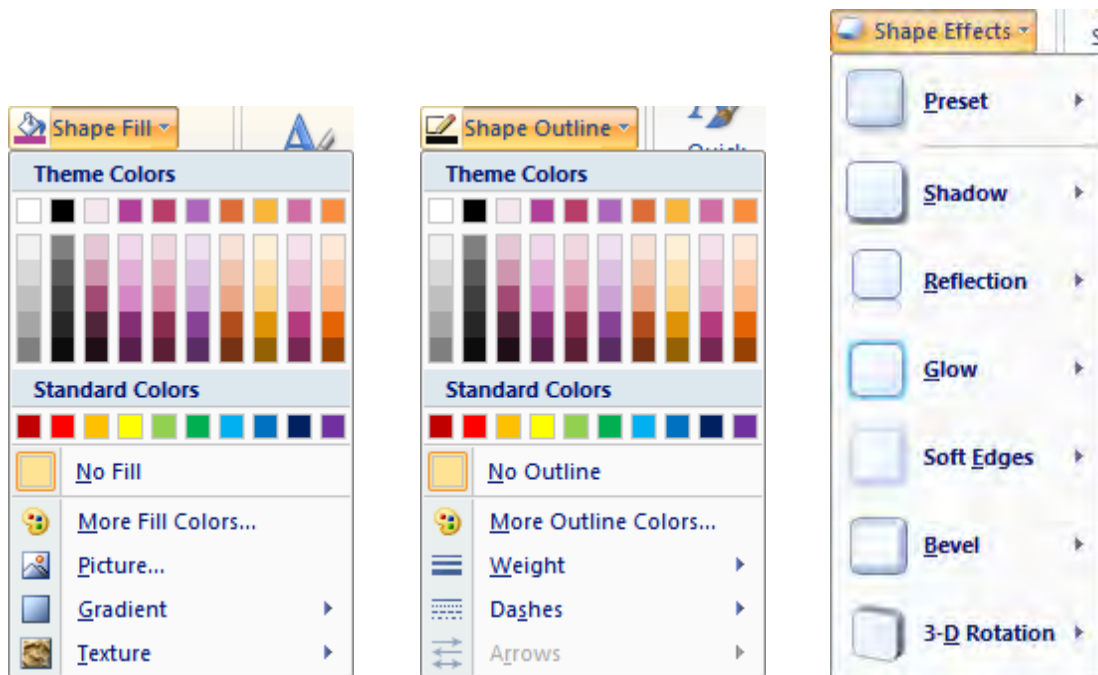
Formatting the Text Box

Either double click on the text box border or inside of the text box you wish to modify. The **Format** tab will open up on the Ribbon. The center section will allow you to change the fill and border colors. Just like the premade slide designs, there are a variety of premade text box designs. Navigate this list the same way you did for the slide designs. *Note: if you single click on the text box, the format options open up a “small” selection on the home “ribbon.” You can change styles this way as well, but you’ll just need to click the buttons for more options.*



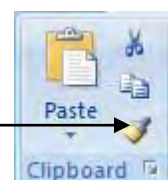
EXERCISE: change format of the text boxes.

To customize your text box beyond the available options, use the **Shape Fill**, **Shape Outline**, and **Shape Effects** buttons.



Using Format Painter

- If you would like to copy the *format* of a text box (not the text, itself) and apply that to another text box, then select the textbox that has the format that you want to copy.
- Click the **Format Painter** button from the **Home** tab.
- Now select the textbox that you want the format to be copied to.

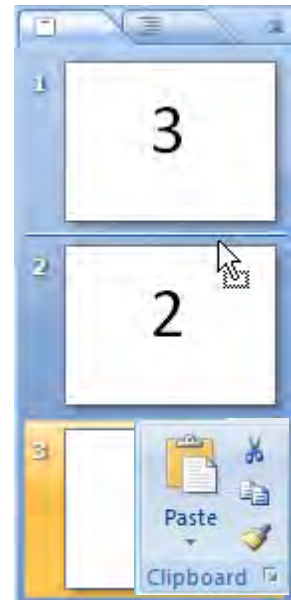


Note: If you want to use the **Format Painter** longer (for multiple areas or documents), repeat step 1 and then **double-click** on the **Format Painter** button. This will allow you to paint the format to multiple areas. To turn **Format Painter** off, click on the button again or hit ESC on keyboard.

EXERCISE: try using the format painter. However, “Undo” your changes at the end, by clicking the “Undo” button that looks like a back arrow.

Moving Slides

- In the **Outline/Slides Tab**, select the slide you wish to move by clicking on it and holding the left mouse button down.
- While holding down the mouse button, drag your slide to the position you desire. A bar will appear above the slides as you drag your slide out of order.
- Once the bar is in the position you desire to place your slide, release the mouse button in order to “drop” your slide into its new slot.

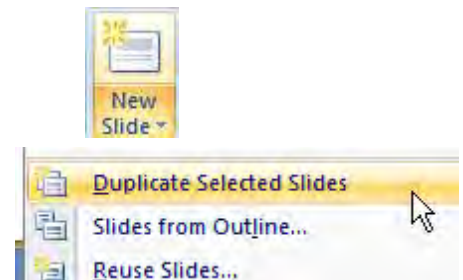


Copying Slides

- In the **Outline/Slides Tab**, **right-click** on the slide you wish to copy and select **Copy**.
- **Right click** on any of the slides and select **Paste** or select the **Paste** button. The slide will appear and can be moved as described in the section above.

Duplicating a Slide

- Click on the slide you wish to duplicate.
- From the **Home** tab, click on the lower half of the **New Slide** button.
- At the bottom, click on **Duplicate Selected Slides**.



An exact copy of the most recent or highlighted slide will appear in the **Presentation Window**.

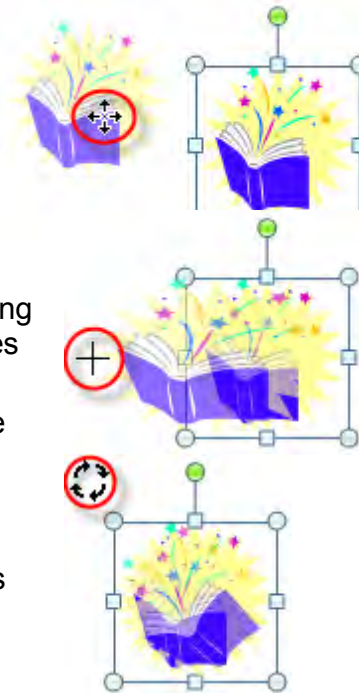
EXERCISES:

- *Move the “There are Many Kinds of Pigs” slide up.*
- *Delete the extra slide and then duplicate the “There are Many Kinds of Pigs” slide.*
- *In one of the text boxes, change the text to say “Some pigs are banks...” Delete the other text box.*

Inserting Clip Art and Pictures

Find and Insert Clip Art

- Click on the **Insert** tab.
- Click on the **Clip Art** button. The Clip Art Task Pane will appear to the right.
- Type a word into the search box in order to find a picture.
- Click on the image you wish to insert and it will appear on your slide.
- In order to move your image around the page, click anywhere on the image, hold down the button, and drag your mouse to the location you wish to place it.
- You can also resize the image by clicking and dragging from any one of the circles or squares around the edges.
- The green circle at the top of the image will allow you to rotate the image. Click and drag to rotate.



Note: if you already have a slide open that has the “Click to add...” icons in the middle of the text box, just select the Clip Art icon.



Find and Insert a Photo

- Click on the **Insert** tab.
- Click on the **Picture** button.
- The **Insert Picture** dialog box will appear.
- Select your picture from the appropriate file and click on the **Insert** button.



EXERCISE: Insert pictures using clip art onto each of the slides. Adjust the size as needed and move to the correct location on the slide.

Slide Shows

In order to display your slide show on the screen:

- Select the **Slide Show** tab.
- Either click on the **From Beginning** button to start from the beginning of the show, or the **From Current Slide** to start on the slide that is currently showing in the presentation window.
- Navigate from slide to slide using the arrow keys, the space bar, or the left mouse button.

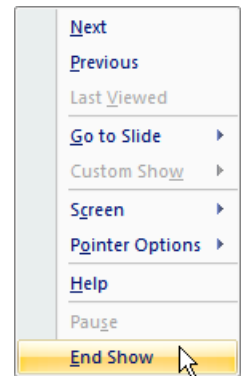


Ending a Slide Show

To end a slide show, do one of the following:

- **Press ESC,**
- Continue to use the right arrow when the black screen comes on,
OR
- **Right-Click** and select **End Show.**

EXERCISE: try viewing the slide show.



Printing

Your presentations can be shared by printing them or displaying them on a computer.

Printing a Slide Show

- Click on the **Office** button in the upper left corner.
- Select **Print**. The **Print dialog box** will appear.
- The **Print Range** section of the dialog box allows you to select all or only specified slides for printing.
- The **Print What** section gives you the options to print entire slides or handouts.
- The **Color/Grayscale** section allows you to choose **Color**, **Grayscale**, or **Pure Black and White** for your printout.



- The **Handouts** section allows you to print your handouts horizontally or vertically and lets you choose how many slides you would like represented on each page.
- **Other options** include scaling individual slide printouts to fit to the page, framing your slides, printing hidden slides, and/or printing comments and ink markup on your slides.
- The **Preview** allows you to review your print job before you print.
- Click **OK** when you are finished.

